



FY2016 GRANT GUIDELINES

Metro Nashville Arts Commission (Metro Arts)
 Grant Period: July 1, 2015, through June 1, 2016
 Application Deadline: March 25, 2015

Mayor
 Karl F. Dean

Metro Arts Commission Members

Paula Roberts, Chair
 Larry Keeton, Secretary-Treasurer
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Jennifer Cole, Executive Director
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Metropolitan Nashville Arts Commission

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 Nashville TN 37219-6300

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Contents

METRO ARTS COMMISSION

Commissioners & Staff	1
Contact Information	1, 13
Metro Arts Mission	2
Nondiscrimination & ADA Compliance	2

GUIDE TO FUNDING

Grant Program Overview	3
Eligibility	3
General Restrictions	4
Matching Funds	4
Additional Requirements	4

GRANT CATEGORIES

Audits & Financial Statement Policy	5
Basic Operating Support	6
Creation Arts Project Support	6
Basic & Creation Comparison Table	8
Arts Access Project Support	9
After-school Arts Project Support	9
Arts Access & After-school Comparison Table	10

APPLICATION PROCEDURES

Application Deadlines	10
	11

HOW TO APPLY

Application Review Process	11
Conflict of Interest	12
Appeals	12

ALLOCATIONS & GRANTS MGMT.

Award Notification & Contract Docs	13
Funded Activities & Financial Reports	13



*Funding for this program is
 provided by the Metropolitan
 Government of Nashville and
 Davidson County.*

Metro Arts receives operational
 support from the:



Metro Arts Mission

Metro Arts exists to provide leadership that stimulates and advances the arts to enrich the human experience for the community.

The Arts Commission's strategic goals are to:

- Increase the Availability of Creative Activities
- Enhance Creative Quality and Innovation
- Expand & Improve the Creative Workforce

We work toward these goals through our Public Art, Community Art, and Grants program areas and through partnerships, research and artist development. We highlight the civic and economic power of the arts and artists in Nashville through the following methods:

- ☐ Expand Public Art Collection
- ☐ Improve Community Arts Access
- ☐ Expand City Creative Brand
- ☐ Enhance Creative & Cultural Infrastructure

PUBLIC NOTICE: Nondiscrimination Policies & ADA Compliance

The Metropolitan Government of Nashville and Davidson County does not discriminate on the basis of race, color, national origin, gender, gender identity, sexual orientation, age, religion, creed, or disability in admission to, access to, or operations of its programs, services, or activities. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other employment practices because of non-merit factors shall be prohibited.

Questions, concerns, complaints, requests for accommodation, or requests for additional information regarding the Americans with Disabilities Act may be forwarded to Metro Arts' ADA Compliance Coordinator:

Leigh Patton, Metro Nashville Arts Commission
800 2nd Avenue South, P.O. Box 196300
Nashville, TN 37219-6300
(615) 862-6720
TTY Relay Service 800-848-0298

Individuals who need auxiliary aids for effective communication in the programs, services, or activities of the Metro Nashville Arts Commission are invited to make their needs and preferences known to the ADA Compliance Coordinator. This notice can be made available in alternative formats through the office of the ADA Compliance Coordinator, Monday through Friday, 8:00 a.m. until 4:30 p.m.

Forward inquiries concerning nondiscrimination policies, other than ADA compliance, to:

Metro Human Relations Commission
404 James Robertson Pkwy, Suite 130
P.O. Box 196300
Nashville, TN 37219-6300

GUIDE TO FUNDING

Grant Program Overview

Approximately three-quarters of Metro Arts' operating budget flows back to the community through arts grants. It is imperative that the grants we give demonstrate clear outcomes for our ultimate customer—the citizens of Nashville. Several years ago, we shifted our efforts toward more targeted outcomes to respond more directly to our agency's strategic goals and identified needs in our community.

In December 2011, the Commission adopted an outcomes-measurement "logic model" designed to better align our grant programming with our overall strategic Commission objectives. As such, the Commission is tracking progress around three strategic goals:

- Increasing Availability of Creative Activities
- Enhancing Creative Quality and Innovation
- Expanding & Improving the Creative Workforce

These are the areas of focus for our agency that involve all of our programming—public art, Artober, other special projects, and especially the grants program. In the grant application, you will see a connection between our strategic outcomes and the data and information requested from applicants. As an applicant, you should experience an enhanced opportunity to talk about your community impact and specifically to expound upon your actions and accomplishments in our key impact areas. Grantees will also be asked to provide the Commission with more rigorous quantitative data sets related to these areas. A more detailed discussion of the outcomes framework and the application process is available in public workshops and through personal technical assistance offered by our Community Arts team.

Eligibility

To be eligible for Metro Arts grants, every applicant must meet the following requirements:

- Be a not-for-profit organization currently chartered in the state of Tennessee with 501(c)(3) IRS tax-exempt status and in existence for more than one year.
- Serve Metropolitan Nashville citizens and be headquartered in and have a substantial portion of its programming within Metropolitan Nashville.
- Produce, present, and/or directly support programs, projects, and/or works in the arts that enrich the artistic experience of Nashville citizens in a significant way.
- Show a demonstrated and continuing ability to build a base of financial support through earned income plus public and private support as needed.
- Demonstrate a commitment to supporting artists within the organization and in the community.
- Follow non-discriminatory employment and personnel practices and comply with all applicable federal, state, and local laws, rules, ordinances, statutes, regulations, and acts regarding the use of public funds.

General Restrictions

Grants will **not** be awarded:

- To individuals.
- For emergency funding.
- For programs of governmental institutions.
- For equipment or capital improvements including improvements called for under the Americans with Disabilities Act (ADA).
- For the purchase of real property.
- For the reduction of accumulated deficits or debts.
- For projects already completed, exhibited or performed.
- For refreshment costs.
- For activities or programs with religious content, study, or practice. Metro Arts funds must be used for secular arts activities only.
- To supporting entities like auxiliaries and “friends of” whose primary purpose is to support nonprofit organizations or governmental departments, agencies, or initiatives.
- To organizations with a primary purpose that includes lobbying of government officials, departments, or agencies.

Matching Funds

- **All grant awards require a “one-to-one dollar match” by the applicant.** This means the applicant must cover at least half the cost of a project or program with its own income.
- Metro Arts funds from one grant program may not be used to match grant funding from another Metro Arts grant nor can any part of an applicant’s match to Metro Arts funds in one grant category be used as a match to Metro Arts funds in another grant category.
- Contributed services and non-cash donations to the applicant and the use of materials, equipment or facilities are considered in-kind donations and **cannot** be used for the one-to-one dollar match.

Additional Requirements & Notes

- **All applicants are required to maintain an updated GivingMatters.com profile. Updates and new profile requests must be submitted to GivingMatters.com by February 23, 2015. The GivingMatters.com profile is part of the reviewed application and will be scored according to Metro Arts’ published scoring rubric. For assistance or to create or complete your profile, go to www.GivingMatters.com or call (615) 321-4939.**
- Prior funding does not guarantee funding at any time.
- **The total amount of combined funds awarded to an applicant in any fiscal year will not exceed twenty percent (20%) of the applicant’s current fiscal year budget as approved by its board of directors. If you have questions about this policy, contact Metro Arts grant program staff.**
- **Awarded funds must be expended and funded projects must take place during the grant period.**
- All applicants with an operating deficit of more than two (2) consecutive fiscal years will be required to submit a deficit reduction plan that has been approved by its board of directors.
- All applicants who have experienced an executive transition within the last six months will need to submit a transition plan in conjunction with their application.
- All nonprofit colleges, universities, and other educational institutions that apply must emphasize nonacademic community and artist involvement in project planning and implementation. The final product, if any, must include community members from the general population and be open to the public.

- Grants will be awarded based on funding as appropriated by Metro Council subject to review of updated application and available grant funding, and in compliance with guidelines approved by the Arts Commission.
- **REVISED FOR FY16:** Organizations will not receive operational grant funds from Metro Arts if they receive operational budget amendments (“line items”) from Metropolitan Government of Nashville and Davidson County, except for those that are provided by the Metropolitan Charter. All support (operational, capital, in-kind) from Metro government and/or the Tennessee General Assembly must be disclosed to Metro Arts in writing via a letter addressed to the Executive Director at time of grant application.
- Any proposed Metro Arts grant may be adjusted as necessary prior to actual payment of the grant, if funds availability changes.
- The complete grant process is reviewed and evaluated annually by the Metro Arts Grants and Awards Committee.
- Availability of grants are subject to Metro Arts’ overall budget amount from the Metropolitan Government of Nashville and Davidson County and are set by the city’s budget process each year.
- The funded project must take place in Davidson County.

GRANT CATEGORIES

There are four grant categories (see descriptions and charts below for further information on each category):

- **BASIC OPERATING SUPPORT**
 - **Basic 1:** applicants with audited revenues of more than \$5,000,000 (five million) in most-recently completed fiscal year
 - **Basic 2:** applicants with audited or reviewed revenues between \$1,000,000 and \$4,999,999 in most-recently completed fiscal year
 - **Basic 3:** applicants with audited or reviewed revenues between \$100,000 and \$999,999 in most-recently completed fiscal year)
 - **Basic 4:** applicants with audited or reviewed revenues of less than \$100,000 in most-recently completed fiscal year
- **CREATION** (*project support only for those eligible for Basic Operating Support*)
- **AFTER-SCHOOL ARTS PROJECT SUPPORT** (*open to arts and non-arts nonprofits*)
- **ARTS ACCESS PROJECT SUPPORT** (*open to arts and non-arts nonprofits*)

AUDITS & FINANCIAL STATEMENTS POLICY: Applicants who do not comply with the following policy will be disqualified from consideration for FY16 grant funding.

The Tennessee Secretary of State requires an audited financial statement if the organization’s revenues, excluding grants received from government agencies and 501(c)(3) private foundations, exceed \$500,000 per year. If you are not required to complete an audit by the state, you must submit a reviewed financial statement of the most-recently completed fiscal year’s activities, confirmed and approved by your board of directors. If you are required to complete an audit for the state, you must submit an audit for the most recently-completed fiscal year*(see NOTE below) to Metro Arts by the time of application. Please note that this may be a more recent audit than what is required by GivingMatters.com.

*NOTE: Organizations whose fiscal year ends in December and are not able to complete an audit by the application deadline may submit alternate documents by the application deadline in lieu of the most

recently-completed fiscal year's audit. These organizations' final audits for the most recently-completed fiscal year must be submitted to Metro Arts no later than Friday, May 15, 2015.

Alternate documents must be approved by your board of directors and must represent with best possible accuracy (albeit unaudited) your organization's most-recently-completed fiscal year's financial position. Alternate documents must include a detailed financial statement for the current year, board-approved financial statements for previous year (statement of position/statement of activities). If a deficit exists, a board-approved statement detailing any debt or deficit situation, and transfers from endowments or other funds to cover any operating deficits, must be submitted.

BASIC OPERATING SUPPORT

These grants support the general operations of arts organizations viewed to be essential to the cultural quality of life in Nashville and Davidson County. Arts organizations are those whose primary mission is to directly support performances, programs, exhibits and the dissemination of artistic content that uses professional artists in creative works. *Basic Operating Support* grant categories are determined by the amount of revenues of the applicant organization's most recently completed fiscal year. Revenues include all funds raised by an organization for its operating budget **except** (1) gifts or bequests restricted to endowment funds, (2) funds raised by an auxiliary organization but not actually contributed to the arts organization, (3) in-kind contributions, and (4) capital project funds. In addition, only **net income** from fundraisers (not gross revenue) may be used in grant budgets. Organizations applying for *Basic Operating Support* grants **MAY** also apply for *Creation Grants*, if their project meets that category's eligibility requirements. They may also apply for After-school and Arts Access grants if the projects are completely different and have no overlapping funding sources or elements.

Basic Operating Support Eligibility Restrictions:

- Educational institutions that do not have curriculum exclusively dedicated to the arts are not eligible for Basic Operating Support.
- Public broadcasting stations are not eligible for Basic Operating Support.
- Organizations with a primary mission of capacity building or technical assistance or advocacy rather than direct artistic programming are not eligible for Basic Operating Support.

--See Basic Operating Support & Creation Grant Comparison Table on page 8--

CREATION ARTS PROJECT SUPPORT

Open to arts-focused organizations only, Creation Grants support the collaboration of arts organizations and individual artists to produce one original work of art within the grant year. An original work of art is defined as a work of art in any medium that has not been completed, performed, or exhibited previously. Applicants must meet all eligibility requirements for Basic Operating Support in order to apply for a Creation Grant.

Creation Grant Criteria:

- Demonstrate the potential to achieve a quality artistic creation.
- Show evidence of collaboration with artists and/or art organizations.
- Show evidence of commitment to audience diversity or community exposure to work.
- Name the artists to be used for the new creation.
- Works in the conceptualization phase are considered to be original works under this category.
- Grant funds must be expended during grant period in which they are awarded (July 1–June 1).
- The awarded grant dollars and matching funds must be expended during the FY16 fiscal year (July 1, 2015 – June 1, 2016). Metro Arts will require all Creation grantees to complete a mid-year status

report and a closeout report during FY16. However, the final project (exhibit, workshop or performance) may be executed during the following year (FY17, July 1, 2016 – June 1, 2017) if extra time is necessary. Another mid-year and end-of-year report will be required for any final projects performed or exhibited in FY17.

- The funded artwork or project must be completed, exhibited, workshopped, or performed before a public audience in Davidson County by June 1, 2017.
- If awarded, the organization would not be eligible to apply again for the following year's *Creation* category.

Creation Grant Eligibility Restrictions:

- Non-arts organizations are not eligible.
- Applicants must be eligible for Basic Operating Support category.
- For literary and performing arts, an adaptation of an existing work within the same medium is *not* considered an original work in this funding category.
- A work that has been exhibited, workshopped, or performed in a reading or recital before any public or invited audience prior to the beginning of the grant period is *not* considered an original work of art.
- New materials (such as costumes, instruments, stage props, etc.) for existing works do not qualify for *Creation Grants*.
- Organizations that received a *Creation Grant* in FY15 cannot apply for FY16 *Creation* funding.

A NOTE ABOUT PROGRAMMING: Programming engages a public audience, including but not limited to education, outreach, lecture or reading series, performances, exhibits, workshops, teacher training, etc.

Basic Operating Support & Creation Grant Comparison FY16

	BASIC 1	BASIC 2	BASIC 3	BASIC 4	CREATION
Applicant's revenue per recent audit:	\$5,000,000 and up	\$1,000,000-\$4,999,999	\$100,000-\$999,999	\$99,999 or less	Must be eligible for a Basic grant category
MAXIMUM grant request:	Not to exceed ten percent (10%) of applicant's most recently completed fiscal year's revenue, or \$300,000, whichever is less	Not to exceed fifteen (15%) of applicant's most recently completed fiscal year's revenue	<i>Not to exceed fifteen (15%) of applicant's most recently completed fiscal year's revenue</i>	<i>Not to exceed fifteen percent (15%) of applicant's most recently completed fiscal year's revenue</i>	An applicant can request up to fifty percent (50%) of cost of creating a new work (request not to exceed \$20,000)
Audit or financials: (see "AUDITS & FINANCIAL STATEMENTS POLICY")	Audited Financial Statement with management letter	Audited Financial Statement or Annual Financial Report	Audited Financial Statement or Annual Financial Report	Annual Financial Report signed by president and treasurer of applicant's board	Audited Financial Statement or Annual Financial Report
Staff requirements:	Full-time paid professional management and part-time to full-time artistic personnel	Full-time <i>equivalent</i> paid professional management and/or artistic personnel	Full-time <i>equivalent</i> paid and/or volunteer professional management and/or artistic personnel	Part-time to full-time paid and/or volunteer management and/or artistic personnel	Part-time to full-time paid and/or volunteer management and/or artistic personnel
Nonprofit History and Programming: (see "AUDITS & FINANCIAL STATEMENTS POLICY" in these guidelines)	At least five (5) consecutive years (as of application date) of operation as a 501(c)(3), with programming at least nine months a year	At least five (5) consecutive years (as of application date) of operation as a 501(c)(3) with at least six months of programming in each year	At least two (2) consecutive years (as of application date) of operation as a 501(c)(3) with at least six months of programming in each year	At least two (2) consecutive years (as of application date) of operation as a 501(c)(3)	See appropriate Basic Operating Support category requirements
Deficit reduction plan requirements:	Must submit clear plan, approved by board, for deficit reduction if audit statements show deficit longer than two fiscal years	Must submit clear plan, approved by board, for deficit reduction if audit statements show deficit longer than two fiscal years	Must submit clear plan, approved by board, for deficit reduction if audit or financial reports show deficit longer than two fiscal years	Must submit clear plan, approved by board, for deficit reduction if financial statements show deficit longer than two fiscal years	Must submit clear plan, approved by board, for deficit reduction if financial statements show deficit longer than two fiscal years
Other:					Must provide the entire budget specifically for the proposed project

ARTS ACCESS AND AFTER-SCHOOL ARTS PROJECT SUPPORT OVERVIEW

These categories are open to arts-focused and non-arts nonprofits for the funding of high-quality arts projects during the grant period. Projects funded by these grants will encourage participation in the visual arts, craft, media, music, theater, dance, folk and ethnic, or literary arts through events, performances, exhibits, classes/workshops, and other arts programs.

Additional restrictions for use of grant funds for non-arts organizations: Grant funds must be used specifically for quality arts project outlined in the submitted application and approved revised budget. Expenses that may be considered for funding include artist fees, public performances and exhibitions, project-related promotion and marketing, arts consultants, artist master classes, materials, supplies, etc.

--See Arts Access and After-school Arts Project Support Comparison Table on page 10--

ARTS ACCESS PROJECT SUPPORT

This category was created to support Metro Arts' focus on improving access to the arts throughout our community. As a project support grant, many types of creative activities proposed by arts-focused and non-arts organizations may be considered. Applicants must demonstrate that the proposed project will actively engage at least one of Nashville's traditionally underserved populations in creative activities or art-making. Proposals must include specific outreach efforts, promotional activities and/or other strategies by which the targeted population will be engaged in the activity. Targeted underserved populations may include one or more of the following: seniors, people with disabilities, children/youth, low income individuals, people of color, and people with limited English proficiency.

AFTER-SCHOOL ARTS PROJECT SUPPORT

These grants support specific art projects that provide direct arts programming in an afterschool setting. Studies show that programming in the 3-6pm timeframe is most helpful for keeping at-risk students on track. Projects must target schools and/or geographic areas serving primarily at-risk student populations as identified by Metro Nashville Public School and Census Data (www.mnps.org). Projects must engage professional artists, adhere to an artistic curriculum, and operate regularly during the school year. If applicant plans to use an existing curriculum or program model, they must demonstrate how the student engagement and/or partnerships will add to program innovation. Priority will be given to projects that target Middle School students (grades 5-8) and work in partnership with an established school or community partner. The applicant's grant proposal narrative must describe how the proposed art program, **not** the organization, meets the grant criteria.

After-School Arts Project Grant criteria:

- Demonstrate the potential to achieve a quality artistic program and engage professional artists.
- Show evidence of collaboration with artists and/or art organizations/schools and businesses.
- Name the artists to be used in the program.
- Outline the curriculum or connections to other program outcomes (if integrated into a partner's program).
- Identify expected student outcomes within the artistic program and how those outcomes will be tracked and measured.

	ARTS ACCESS PROJECT SUPPORT	AFTER-SCHOOL ARTS PROJECT
Mission-based eligibility:	Arts or non-arts organizations	Arts or non-arts organizations
Organization budget size:	No size restrictions	No size restrictions
Grant request:	An applicant can receive up to fifty percent (50%) of the program cost, not to exceed \$5,000.	An applicant can receive up to fifty percent (50%) of the program cost, not to exceed \$5,000.
Financial statement requirements:	Must submit an Audited Financial Statement or Annual Financial Report (<i>see "AUDITS & FINANCIAL STATEMENTS POLICY"</i>)	Must submit an Audited Financial Statement or Annual Financial Report. (<i>see "AUDITS & FINANCIAL STATEMENTS POLICY"</i>)
Primary purpose of applicant or project:	Nonprofits with 501(c)(3) and TN State Charter in good standing.	Nonprofits with 501(c)(3) and TN State Charter in good standing.
Staff requirements:	Part-time to full-time paid professional management <u>and</u> part-time to full-time, paid or volunteer project coordinator for the program.	Part-time to full-time paid professional management <u>and</u> part-time to full-time, paid or volunteer project coordinator for the program.
Nonprofit history:	At least two (2) consecutive years (as of application date) of operation as a 501(c)(3).	At least two (2) consecutive years (as of application date) of operation as a 501(c)(3).
Deficit reduction plan:	Nonprofits with an operating deficit may <u>not</u> apply for these grants.	Nonprofits with an operating deficit may <u>not</u> apply for these grants.
Other requirements:	Proposals must include <u>specific</u> outreach efforts, promotional activities and/or other strategies by which the targeted population will be engaged in the activity (seniors, people with disabilities, children/youth, low income individuals, people of color, and people with limited English proficiency).	Evidence of collaboration with artists and/or art organizations, schools, businesses. Identify proposed artists. Outline curriculum or connections to partner's other program outcomes (if any). Identify expected student artistic outcomes and tracking plans.
Proposed budget:	Provide a specific project budget and indicate matching sources.	Provide a specific project budget and indicate matching sources.

APPLICATION PROCEDURES

- Part of the application score is based on the applicant's www.givingmatters.com profile, as described below.
- The rest of the score is based on Metro Arts' online grant application system. All applications must be completed and submitted online.
- Applications will not be accepted after the date and time of the deadline.
- Incomplete applications will not be reviewed.
- Only one application per category may be submitted by each applicant organization.
- Any application may be disqualified at any time if an organization, proposal, or project is deemed ineligible.
- Applications are a matter of public record.

Please note: Familiarity with the entirety of these guidelines and the online application instructions is the applicant's responsibility. Accuracy, completeness and clarity of the application package, including all narratives, budgets, and support materials, are the sole responsibility of the applicant. Good grantsmanship and a quality proposal are fundamental to a successful result. Miscalculated or misleading budgets, nonresponsive answers, narratives that do not respond to grant review criteria, incomplete information, or failure to itemize income or expenses may result in a negative review and the possibility of zero funding.

APPLICATION DEADLINES

REVIEW THE ENTIRE GRANTS PROGRAM CALENDAR AT www.artsnashville.org.

All new applicants must attend the required Grant Workshops – see #1 below.

GivingMatters.com profile updates and new profile requests must be submitted by

4:30 p.m. on Monday, February 23, 2015.

Online grant applications and supplemental materials must be submitted by

4:30 p.m. on Wednesday, March 25, 2015.

HOW TO APPLY

◆ Review the entire program calendar at www.artsnashville.org and make note of important dates. ◆

Three steps are involved in the Metro Arts grant application process, as described below:

1. RSVP for and attend Metro Arts Grants workshop(s).

See www.artsnashville.org for the workshop schedule and to reserve your seat. **The “Fundamentals” workshops are mandatory for new applicants and new staff members of past grantees.** Several category workshops will be offered for in-depth content and proposal content development. Returning grantees and applicants are encouraged but not required to attend any workshop relative to the proposal they intend to submit. **Workshops are free and open to all.**

2. Update or create a new GivingMatters.com profile before February 23, 2015.

All applicants are required to maintain a complete GivingMatters.com profile. The GivingMatters.com profile is part of the reviewed application and will be scored according to Metro Arts' published scoring rubric. Updates and new profile requests must be submitted to GivingMatters.com no later than 4:30pm on Monday, February 23, 2015. For assistance, visit www.givingmatters.com or call (615) 321-4939.

3. Submit online Metro Arts grant application by March 25. (No paper copies are required.)

To create a grant application, go to www.artsnashville.org and click on the “Grants” tab, then “Apply for a Grant.” Follow online instructions to complete the application. Grant applications must be completed in full. All Metro Arts grant applications must be submitted as instructed in the online directions. **DO NOT WAIT TO BEGIN YOUR APPLICATION.** Deadline extensions will NOT be granted for malfunctions or delays caused by an applicant's computer or internet connection.

Optional: Applicants may request a review of draft applications by the Metro Arts grants staff no later than Monday, March 9. We will read and provide feedback within a week. All first-time applicants are strongly encouraged to request a draft application review. Simply email leigh.patton@nashville.gov and

request that we review your application. (There is no need to submit any documents. We will access your online application through our administrative portal to review the draft.)

APPLICATION REVIEW PROCESS

Each accepted grant application is carefully reviewed and scored by a panel of volunteers from the Nashville area, including professionals and volunteers in arts programming, finance, administration, nonprofit management, organizational effectiveness, and community engagement.

Each panel is chaired by a member of the Metro Nashville Arts Commission and facilitated by Metro Arts staff. However, commissioners and staff do not vote on applications or score them during the review. Volunteer panelists serve one-year terms, subject to annual reappointment, up to a maximum of three consecutive years. Nominations for panel membership may be made at any time via online application form. Nomination forms are available on the Grants page of artsnashville.org. Panel members are subject to the Metro Arts' conflict of interest policy, detailed below.

Panelists must work or reside in Davidson County and share a commitment to arts, diversity and community arts access. All panel meetings are open to the public. Attendance is not required, but applicants are encouraged to attend their application review. Scores are aggregated and the resulting average score for each application becomes the basis for grant awards during the allocation process.

Conflict of Interest

A citizen participating in the agency's grant review process shall avoid any action that might result in, or create the appearance of, any conflict of interest. Participants must disclose at all relevant times all relationships, associations, or affiliations that might influence the evaluation or funding of any applicant. Further, all panelists and Commission members have affirmative responsibilities to maintain the highest ethical standards in the conduct of government business and are advised of the standards established by the Metropolitan Charter.

Appeals

Metro Arts allocates grant awards based upon the average scores of review panels following published criteria (see "Grant Review Criteria" in these guidelines). The process necessarily requires independent qualitative judgment. As a result, the Commission's funding decision cannot be appealed simply because an applicant disagrees with the Commission's judgment. An applicant may appeal a Commission decision only by demonstrating the following: (1) the appellant must show there was a defect in the process of considering the appellant's grant application, and (2) the defect in the process caused the appellant harm. The following rules for making an appeal will be strictly followed:

- The appeal must be received in writing by the executive director of Metro Arts within fifteen (15) days of the announcement of the funding decision.
- The Commission will review and file the appeal within fifteen (15) days of receipt of the appeal.
- Each written appeal must specifically state the exact nature of the claimed defect in the process, and must specifically state and identify the damage caused by the defect in the process. Written appeals that do not specifically provide this information will be dismissed summarily.
- The panel that considered the contested grant and/or the Metro Arts Grants and Awards Committee will provide a written response to the executive director and a copy to the appellant within fifteen (15) days of the appeal filing.

- The Commission’s review will be based on the following information:
 1. The information in the Commission’s file on the contested grant application.
 2. The appellant’s written appeal to the Metro Arts executive director.
 3. The written response of the panel that considered the contested grant application and/or the Metro Arts Grants and Awards Committee.
 4. The oral response of the panel chair and/or the chair of the Metro Arts Grants and Awards Committee to the Commission members’ questions during the appeal review.
- **The decision of the Metro Nashville Arts Commission is final.**

ALLOCATIONS & GRANTS MANAGEMENT

Award Notification & Contract Documents

Upon receiving notice of a grant award, grantees must submit a revised grant budget. Once the grant budget is accepted and approved by Metro Arts, our staff will send a packet including contracts and regulations that must be agreed to and signed by the grantees and returned to the Metro Arts office for signatures from the executive director, and other government officials. Payments are usually made 3-4 months after the grant period begins, so plan accordingly. The contract specifies the grant amount and the budget for the project, plus other stipulations and/or financial reporting requirements.

Grantees who fail to submit revised budget and/or program documents within the assigned time frame will void their eligibility for grant funds. Funds made available through noncompliance will be redistributed at the discretion of Metro Arts Commission.

As part of the grant contract, grantees must adhere to the current Metro Arts Credit & Publicity Policy, posted on www.artsnashville.org under “Manage Your Grant.” Failure to comply may result in breach of contract and/or negatively impact future funding.

Funded Activities and Financial Reporting

Grant recipients must keep clear, separate ledgers or accounts to record the use of all grant and matching funds. Funded organizations must use a generally accepted accounting standards and principles. Grantees will be informed of payment and closeout process during award notification.

Metro Arts requires periodic reporting on the progress of program activities contracted under the grant agreement. Recipients must file all documents by the dates as notified by Metro Arts. Grantees must provide an explanation of any item in the Metro Arts Final Financial Report form that varies ten percent (10%) or more from the original expense item in the grant application or revised grant budget. At Metro Arts’ request, each recipient shall provide documentation of expenditures including, but not limited to, letters of agreement, contracts, purchase orders, invoices, and bills. **Inadequate record keeping can result in a loss of grant funds and eligibility to compete for future funding from Metro Arts.**

Final payment of the grant balance will *not* be made until the final reports are received. The grantee, *not Metro Arts*, is responsible for submitting the grant reports on time. **If the final reports are not submitted by the date due, the grantee will be in violation of the contract and may become ineligible for future funding.** Any unmatched and/or unspent funds at the time of the final reports must be returned to Metro Arts. Failure to do so cause the grantee to become ineligible for future grants until unspent funds are reimbursed to Metro Arts. Successful grantees will receive more detailed information.

For further assistance, contact:

Leigh Patton, Community Arts Manager, at (615) 862-6720 or leigh.patton@nashville.gov
